

STATEMENT OF WORK

TITLE: Support for Task Force on Hemispheric Transport of Air Pollution
CONTRACTOR: EC/R, Inc.
CONTRACT: EP-D-14-033
WA#: 1-03
DURATION: October 1, 2015 – September 30, 2016

WORK ASSIGNMENT MANAGER:

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SUMMARY:

The purpose of this Work Assignment is to provide logistical support to the U.S. Environmental Protection Agency (EPA) Office of Air and Radiation (OAR) efforts to address the long-range transport of air pollution and its impacts on implementation of the National Ambient Air Quality Standards (NAAQS). In particular, this Work Assignment provides logistical and analytical support for the Task Force on Hemispheric Transport of Air Pollution (TF HTAP) organized under the Convention on Long-Range Transboundary Air Pollution (LRTAP Convention). TF HTAP is co-chaired by OAR staff.

Under this Work Assignment, the contractor will be responsible for

- maintaining a website providing information about the TF HTAP and its activities
- providing logistical support for a TF HTAP meeting
- identifying appropriate experts to participate in the TF HTAP meeting and arranging their travel to and from the meetings

BACKGROUND:

The EPA is responsible for the review, development, promulgation and implementation of the National Ambient Air Quality Standards (NAAQS). Although domestic sources are the primary contributors to nonattainment of the NAAQS, the United States is both a source and a receptor for the international transport of air pollutants. Pollutants not only flow across our borders with Canada and Mexico, but also travel great distances between North America and Asia, Africa, Europe, and other parts of world. To help States implement and attain the NAAQS, EPA needs to understand these international influences and how they are changing over time. One forum that EPA has used to improve our understanding of these issues is the TF HTAP.

The TF HTAP is charged with organizing international cooperative research and analysis to

improve the understanding of the intercontinental transport of air pollutants across the Northern Hemisphere. The TF HTAP is co-chaired by EPA/OAR on behalf of the United States and the European Commission on behalf of the European Union. The TF HTAP has developed a work plan for the period 2012-2016, encompassing a range of analytical work addressing emissions inventories and projections; source/receptor and source apportionment analyses; model/observation and process evaluation; impacts on health, ecosystem, and climate; impacts of climate change on pollution; and a distributed data network and analysis tools. Under this Work Assignment, the contractor will provide logistical and analytical support to the U.S. co-chair of TF HTAP as they seek to implement this work plan.

Over the period of performance for this Work Assignment, the TF HTAP is expected to hold several meetings, each requiring varying levels of support. At this point, funding is provided for one meeting. Additional analytical and logistical tasks are likely to arise, leading to modifications of this Work Assignment. The specific requirements at this time are described below.

This Work Assignment follows on work completed by the contractor under previous contracts (EP-D-09-051) and previous work assignments under this contract (WA 0-03). However, the work described here does not duplicate work conducted under any previous work assignment or contract.

REQUIREMENTS:

Task 1: Work Plan Development and Progress Reports

The contractor shall prepare a Work Plan for completing the requirements of this Work Assignment. The Work Plan will describe the tasks; identify a schedule for deliverables, staffing, level of effort, and costs; and present conflict of interest certification. The contractor shall submit the Work Plan to the Work Assignment Manager (WAM) within 15 business days of receipt of the Work Assignment.

The contractor shall submit monthly progress reports to the WAM, describing the work that has been accomplished, labor usage and costs incurred to date, and projected labor usage and costs at project completion. The reports shall describe any difficulties encountered in completing the work and identify remedial actions taken during the reporting period. The contractor shall submit the progress report as specified in the contract.

The Contractor shall submit progress reports and work products in electronic format (i.e., PDF).

Task 2: Maintenance of HTAP Website

Under previous work assignments, the contractor established a public website to provide a mechanism for participants to register for TF HTAP meetings and to distribute substantive and logistical information to those participants (<http://www.htap.org/>). Under this work assignment, the contractor shall maintain this website and shall modify its content based on written technical directives from the WAM to

- disseminate information about TF HTAP activities to the public and TF HTAP

- participants
- facilitate participant registration for meetings or workshops organized by the TF HTAP during the project period, as needed. Currently 1 meeting is anticipated.

Task 3: Logistical Support for TF HTAP Workshop, February 2016, Potsdam, Germany

The TF HTAP, in conjunction with the LRTAP Convention's Task Force on Integrated Assessment Modeling and other partners, is organizing a workshop that is expected to be hosted by the Institute for Advanced Sustainability Studies (IASS) in Potsdam, Germany (see <http://www.iass-potsdam.de/>). The date of the workshop is to be determined in coordination with IASS but is likely to take place in late February or early March 2016. The workshop will focus on the assessment of health and ecosystem impacts of global scenarios related to air pollution and climate change. The workshop will make recommendations on the approaches that can and should be used in the near-term (for the analysis of the HTAP2 experiments and scenarios) and in the longer-term (for the next assessment report of the Intergovernmental Panel on Climate Change, IPCC AR6).

As the host, IASS is expected to provide the meeting facility and associated audio-visual support, including providing remote access to the meeting via web conferencing.

Under this task, the contractor shall provide a registration facility for the workshop as well as make meeting materials and products available via the website, www.htap.org.

In consultation with the TF HTAP Co-chairs, the contractor shall identify key participants/speakers for the workshop that require travel support. The experts should be drawn from non-profit research institutions in the United States and from research institutions and government agencies in countries identified by the TF HTAP Co-chairs. These countries may include: Albania, Andorra, Belarus, Cambodia, China, Egypt, India, Indonesia, Israel, Japan, South Korea, Kazakhstan, Laos, Malaysia, Maldives, Mexico, Mongolia, Myanmar, Nepal, Philippines, Russia, Sri Lanka, Tajikistan, Thailand, Turkmenistan, Ukraine, Uzbekistan, and Vietnam. The contractor shall submit the names of identified experts to the WAM as they are identified. To the extent that funding allows, the contractor shall make the necessary travel and lodging arrangements for the identified experts to enable them to participate in the workshops, leveraging any other available travel funding. The contractor shall provide to the WAM a list of the supported experts and the status of their travel and lodging arrangements at appropriate intervals prior to the meeting. It is expected that the contractor will be able to fund travel for up to 10 participants to the workshop.

SCHEDULE & DELIVERABLES:

The schedule and deliverables for each of the tasks are identified in the Requirements section above.